Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

(Revised 1/3/11)

2018 FEB 27 AM 9: 39

Form RE-2

In compliance with Rube reimbursed/paid for	\		sures with respect to	travel expenses that have been o	r wi
The <u>original</u> Employ A <u>copy</u> of the Priva	yee Pre-Travel Autho te Sponsor Travel Ce	rization (Form RE-1), A rtification Form with all	ND attachments (itinérai	y, invitee list, etc.)	
Private Sponsor(s) (list	Congressiona all):				
Janua Travel date(s):	ry 31 - February 1	, 2018		· • • • • • • • • • • • • • • • • • • •	
Name of accompanying		None		•	
Relationship to Travele	-	Child			
	OSTS IN EMPLOYEE	EASE DUE TO THE ACC EXPENSES. (Attach addit		SE OR DEPENDENT CHILD, ONI y.)	Y
Expenses for Employ	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)	
☐ Good Faith Estimate	NA	112.78	75.05	219.84 (facility rental)	
Actual Amount					
Expenses for Accomp	anying Spouse or De	ependent Child (if applic	able):		J
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)	
Good Faith Estimate					
☐ Actual Amount					
necessary.): Itinerary	of all meetings and evaluated attached.	vents attended. See Senat	e Rule 35.2(c)(6). (A	Attach additional pages if	
2/27/2018	STACY	N. Brios		Mh.M	
(Date)	(Printed i	name of traveler)		(Signature of traveler)	
TO BE COMPLETE		MEMBER/OFFICER:			
Authorization form, are	e necessary transporta	es set out above in connection, lodging, and related	d expenses as defined	scribed in the <i>Employee Pre-Tra</i>	vel
DZ/27/2018 (Date)	<u>3</u>			ervising Senator/Officer)	



Congress of Tomorrow 2018 Annual House & Senate Republican Conference

White Sulphur Springs, West Virginia

Wednesday, January 31, 2018

6:45 – 7:15 AM 7:00 – 7:20 AM	House Luggage Drop Senate Luggage Drop Your luggage will be transported separa	Bottom of Rayburn Horseshoe SD-G50 (Near NW Entrance) tely to the hotel and delivered to your room.
7:45 AM 7:45 AM	House Buses Depart for Train Senate Buses Depart for Train	S Capitol Street (Between Rayburn & Longworth) Capitol Steps: Senate Side
4:30 PM	Group Transportation Arrives	
5:00 PM	Prayer & Security Briefing on Amtra Topic: Time of prayer and briefing atter Welcome and Opening Remarks: Mark Devotion by Hon. Tim Walberg, U.S. H Prayer by Reverend Patrick J. Conroy, C. Hon. Paul Irving, House Sergeant at Am Hon. Cathy McMorris Rodgers, House Hon. John Thune, Senate Republican Co.	Strand, Congressional Institute louse of Representatives Chaplain of the House ms Republican Conference
5:45 - 5:30 PM	2018: A Big Vision for America Topic: Tax reform and economic prosper Moderator: Mark Strand, Congressional Hon. Paul Ryan, Speaker of the House Hon. Mitch McConnell, Senate Majority	Institute
6:30 PM	Reception	Upper Lobby
7:00 – 9:00 PM	Dinner Topic: What lies ahead in 2018 Hon. Mike Pence, Vice President of the	Colonial United States
	Thursday, Febru	<u>iary 1, 2018</u>
	Religious Services (Optional)	
7:00 AM	Bible Study Hon. Randy Hultgren, U.S. House of Room Os Guinness, Faith and Law Study Grown	

7:30 AM	Catholic Mass Fr. Patrick J. Conroy, Chaplain of the House	Tyler (2 nd Floor Conference Center)
8:00 AM – 10:00	Working Breakfast Topic: A tour of the globe from the perspective of America Hon. Rex Tillerson, Secretary of State Hon. James N. Mattis, USMC ret., Secretary of Defense	Colonial a's defenders
10:00 – 11:00 AM	Joint Session: Repairing and Rebuilding America's Inf Working Session with Presentations and Q&A	frastructure Chesapeake
	Topic: Improving the Government's Response to our Infra President's Infrastructure Proposal Moderator: Hon. John Thune, Senate Republican Conferent Hon. Elaine L. Chao, Secretary of Transportation Hon. John Barrasso, Senate Committee on Environment & Hon. Bill Shuster, House Transportation & Infrastructure Gary Cohn, National Economic Council	nce z Public Works
11:00 – 12:00 noon	Joint Session: Workforce Development Working Session with Presentations and Q&A Topic: Looking for ways to encourage able-bodied people Moderator: Hon. Mike Conaway, House Committee on Ag Hon. Kay Coles James, The Heritage Foundation Hon. Tarren Bragdon, The Foundation for Government Ag	griculture
12:00 – 2:00 PM	Lunch: The President of the United States Topic: Making America Great Again in 2018 Hon. Donald Trump, 45th President of the United States	Colonia
2:00 – 3:00 PM	Joint Session: Government Reform Topic: Reforming the budget process particularly as it for Moderator: Hon. Doug Collins, U.S. House of Representat Hon. David Perdue, Senate Budget Committee Hon. Steve Womack, House Budget Committee Hon. Mike Lee, U.S. Senate Doug Holtz-Eakin, American Action Forum	
3:30 PM	Senate Departs	Front Entrance

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

ETHIC DEC22'174M11:27

<u>Pre-Travel Filing Instructions</u>: Complete and submit this form at least 30 days prior to the travel departure date to the <u>Select Committee on Ethics</u> in <u>SH-220</u>. Incomplete and late travel submissions will <u>not</u> be considered or approved. This form <u>must</u> be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler:	Stacy M. McBride
Employing Office/Committee:	Senator Roy Blunt
Congress Charles (1)	sional Institute
Travel date(s): [Inst all):	ary Z , 2018
Note: If you plan to extend the t	rip for any reason you must notify the Committee.
Destination(s): White Sulphur Spri	ings, West Virginia
Explain how this trip is specifically con	nected to the traveler's official or representational duties:
Attendance at annual Member Conference legislative priorities for Priorities with be u implement as Chi	e as Chief of Staff to the Vice Chairman of the Senate Republican Conference, where the upcoming year win be discussed. There in dee my purview and my responsibility to help lef of Staff.
Name of accompanying family member Relationship to Employee: Spouse	
certify that the information contained in the second secon	in this form is true, complete and correction the best of my knowledge:
(Date)	(Signature of Employee)
TO BE COMPLETED BY SUPERVISING Secretary for the	SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Minority, and Chaplain):
Senator Roy Blunt	Stacy M. McBride hereby authorize
(Print Senator's/Officer's Name	
related expenses for travel to the event of	on, to accept payment or reimbursement for necessary transportation, lodging, and described above. I have determined that this travel is in connection with his or her cholder, and will not create the appearance that he or she is using public office for
of the Senate. (signify "yes" by checking b	Contains
(Date)	(Signature of Supervising Senator/Officer)

McBride, Stacy (Blunt)

From: Congressional Institute <rsvp@conginst.org>

Sent: Thursday, December 21, 2017 1:47 PM

To: McBride, Stacy (Blunt)

Subject: House & Senate Republican Member Conference: Registration

Follow Up Flag: Flag for follow up

Flag Status: Flagged

House & Senate Republican Member Conference Wednesday, January 31, 2018 -Thursday, February 1, 2018



PLEASE NOTE: TRAVELER FORMS ARE DUE TO ETHICS ON MONDAY, JANUARY, 1, 2018!!!

Dear Stacy,

The Greenbrier

The Congressional Institute is once again honored to host the annual House & Senate Republican Member Conference, from Wednesday, January 31, 2018, through Thursday, February 1, 2018, at the The Greenbrier in White Sulphur Springs, West Virginia. We are developing a robust conference program with informative guest speakers and productive working sessions. This conference is designed to strengthen professional relationships, educate attendees on policy issues and best practices, and encourage productive conversations with House & Senate colleagues.

Packet pickup will be held on Tuesday, January 30, 2018, on the Hill. Luggage drop will occur from 7:15 AM to 7:45 AM on Wednesday, January 31, 2018. To maximize working time, we will depart the Capitol Steps at 8:00 AM on Wednesday, January 31, 2018, via group transportation. The bicameral portion of the conference will tenatively conclude at 4:30 PM on Thursday, February 1, 2018. The group will depart the hotel by bus and return to the Capitol Steps at approximately 8:30 PM. The House will continue in session through Friday, February 2, 2018.

To Register:

Step 1: Submit Ethics Packet by Monday, January 1, 2018

comply with Ethics rules, you need pre-authorization from the Select Committee on Ethics. Download a copy of the Institute's Private Sponsor Travel Certification from and submit it with your completed Traveler Form by Monday, January 1, 2018, to the Select Committee on Ethics.

Failure to do so means we will be unable to cover the cost of your attendance and but would need to cover the cost personally.

Additionally, you must file a travel disclosure statement with the Office of Public Records within 30 days of your return.

Step 2: Register with the Congressional Institute

The Congressional Institute will coordinate all logistical arrangements, including room reservations, meals, group transportation, meetings and other activities

during the conference. The Institute will cover the cost of participation for each staff member and spouse. You are welcome to bring your children, though you will be responsible for the costs of their participation. All reservations must be made through the Institute.

To Register:

Register for House & Senate Republican

Member Conference

Email Address:

stacy_mcbride@blunt.senate.gov

Access Code:

3aFn8rxCW8

If you are unable to attend, please use the following link to decline this invitation.

We understand your registration is tentative pending Ethics approval. More information on the program and activities at the conference will be sent to you in future mailings. Also, please review our <u>Frequently Asked Questions</u>. In the meantime, if you have any questions, special concerns, or need additional information, please call 703-837-8812 or email <u>rsvp@conginst.org</u>. We look forward to seeing you at The Greenbrier!

Sincerely, Mark Strand, President The Congressional Institute (703) 837-8812 - Office strand@conginst.org

Sign up for the Congressional Institute's e-newsletter!

If you are not the correct contact for this office, please reply to this email with the updated contact information instead of unsubscribing.

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1.	Sponsor(s) of the trip (please list all sponsors): Congressional Institute
2.	Description of the trip: Annual Gathering of Republican Members of Congress to examine important issues with policy experts and House and Senate colleagues.
3.	Dates of travel: JANUARY 31 - FEBRUARY 2, 2018
4.	Place of travel: WHITE SULPHUR SPRINGS, WV
5.	Name and title of Senate invitees: SEE ATTACHED LIST
6.	 I certify that the trip fits one of the following categories: (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip. OR - (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
7.	I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8.	I certify that: The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement. AND
	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

9.	USE ONLY IF YOU CHECKED QUESTION 6(B) I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:
	(A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip.
	(B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
10.	USE ONLY IF YOU CHECKED QUESTION 9(B) If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:
	•
11.	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hourby-hour), complete, and final itinerary for the trip.
12.	Briefly describe the role of each sponsor in organizing and conducting the trip:
	THE CONGRESSIONAL INSTITUTE IS THE SOLE ORGANIZER AND CONDUCTOR OF THIS EVENT.
13.	Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
	THE PURPOSE OF THE CONGRESSIONAL INSTITUTE (A 501(C)4 ORGANIZATION) IS TO PROMOTE
	PUBLIC EDUCATION ABOUT CONGRESS AND TO HOLD EDUCATIONAL CONFERENCES FOR MEMBERS
	OF CONGRESS, STAFF AND OTHERS.
14.	Briefly describe each sponsor's prior history of sponsoring congressional trips:
	THE CONGRESSIONAL INSTITUTE HAS A LONG HISTORY OF SPONSORING EDUCATIONAL CONFERENCES
	FOR MEMBERS OF CONGRESS AND STAFF. THE INSTITUTE ALSO SPONSORS RETREATS FOR CHIEFS
	OF STAFF AND LEGISLATIVE AND COMMUNICATION DIRECTORS.

15.	Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional
	trips):

THE INSTITUTE CONDUCTS IMPORTANT RESEARCH PROJECTS CONSISTENT WITH ITS MISSION AND DEVELOPS RESOURCES SUCH AS A HOUSE FLOOR PROCEDURES MANUAL AND THE BOOK SURVIVING INSIDE CONGRESS. THE INSTITUTE ALSO MANAGES THE CONGRESSIONAL ART COMPETITION.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
Good Faith estimate	\$267	\$93 + TAX	\$64	\$223 FACILITY RENTAL
Amounts	SPOUSE: \$267	SPOUSE: \$0	SPOUSE: \$64	SPOUSE: \$157 FACILITY RENTAL

17. State whether a) the trip involves an event that is arranged or organized without regard to congressional participation or b) the trip involves an event that is arranged or organized specifically with regard to congressional participation:

THIS EVENT IS ARRANGED AND ORGA	NIZED SPECIFICIALLY WITH I	REGARD TO CONGRESSIONAL
PARTICIPATION.		

18. Reason for selecting the location of the event or trip

RELATIVE PROXIMITY TO WASHINGTON DC AND CAPABILITY TO HANDLE A LARGE EVENT AND
THE ASSOCIATED SECURITY THAT ACCOMPANIES IT.

19.	Name and	location of	of hote	l or other	lodging	g tácil	lity	•
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THE GREENBRIER, 300 W MAIN ST, WHITE SULPHUR SPRINGS, WV 24986
•

20. Reason(s) for selecting hotel or other lodging facility:

PROXIMITY TO DC,	FACILITY SIZE, SECURITY AND AVAILABILITY	
4		

21.	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:			
	LODGING: PER DIEM: \$93 VS. OUR ROOM RATE: \$93			
	MEALS: PER DIEM (2 HALF DAYS): \$76.50 VS. OUR MEAL COSTS: \$64			
22.	Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:			
	ATENDEES WILL TRAVEL VIA CHARTER TRAIN TO THE GREENBRIER AND BY BUS ON THE			
	RETURN TRIP.			
23.	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).			
24.	List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:			
	N/A			
25.	I hereby certify that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you must include a complete signature page for each additional sponsor): Signature of Travel Sponsor:			
	Name and Title: MARK STRAND, PRESIDENT			
	Name of Organization: CONGRESSIONAL INSTITUTE			
	Address: 1700 DIAGONAL ROAD #730, ALEXANDRIA, VA 22314			
	Telephone Number: 703-837-8812			
	Fax Number: 703-837-8817			
	E-mail Address: STRAND@CONGINST.ORG			

PRIMARY TRIP SPONSOR FORM ADDENDUM

Question 16: Other Expenses:

The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) do not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate security and audio/visual capabilities necessary to conduct our program. Dividing these conference and facility rental costs by the number of participants estimated to attend this event, the estimated figure would be \$223 as disclosed on the sponsor form.

Name Last Name Institution Job Title Abegg Office of the Senate Chief Barkity Sanate Republican Policy Committee Policy Committee Chapuis Office of the Senate Chapuis Chapuis Office of the Senate Majority Whip Policy Dove Office of the Senate Majority Leader Chies Durcan Office of the Senate Majority Leader Policy Assistant Secretary for the Majority Assistant Secretary for the Majority Assistant Secretary for the Majority Ann Durcan Office of the Senate Majority Leader Policy Markin Hauser Secretary for the Majority Leader Policy Mann Chaster Senate Republican Conference Policy Markin Lance-Chaster Senate Republican Conference Press Markin Material Office of the Senate Majority Leader Policy Mann Material Office of the Senate Majority Leader Policy Mann Material Senate Republican Conference Press Material Pl	2018: Senate Staff			
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Chandler	Smith	Senate Republican Conference	Communications Director
Sharon	Soderstrom	Office of the Senate Majority Leader	Chief of Staff
Don	Stewart .	Office of the Senate Majority Leader	Deputy Chief of Staff
Emily	Stotmeister	Senate Republican Conference	Staff Assistant
Erica	Suares	Office of the Senate Majority Leader	Policy Advisor
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Ryan		Senate Republican Conference	Communications Director
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Congress of Tomorrow 2018 Annual House & Senate Republican Conference

White Sulphur Springs, West Virginia

Wednesday, January 31, 2018

6:45 - 7:15 AM 7:00 - 7:20 AM	House Luggage Drop Senate Luggage Drop Your luggage will be transported sepa	Bottom of Rayburn Horseshoe SD-G50 (Near NW Entrance) rately to the hotel and delivered to your room.
7:45 AM 7:45 AM	House Buses Depart for Train Senate Buses Depart for Train	S Capitol Street (Between Rayburn & Longworth) Capitol Steps: Senate Side
4:30 PM	Group Transportation Arrives	
5:00 PM	Prayer & Security Briefing on Amta Topic: Time of prayer and briefing att Welcome and Opening Remarks: Mar Devotion by Hon. Tim Walberg, U.S. Prayer by Reverend Patrick J. Conroy Hon. Paul Irving, House Sergeant at A Hon. Cathy McMorris Rodgers, House Hon. John Thune, Senate Republican	endees on what is currently known about Amtrak collision k Strand, Congressional Institute House of Representatives Chaplain of the House Times Republican Conference
5:45 - 5:30 PM	2018: A Big Vision for America Topic: Tax reform and economic prosponderator: Mark Strand, Congression Hon. Paul Ryan, Speaker of the House Hon. Mitch McConnell, Senate Major	al Institute
6:30 PM	Reception	Upper Lobby
7:00 - 9:00 PM	Dinner Topic: What lies ahead in 2018 Hon. Mike Pence, Vice President of the	
	Religious Services (Optional)	
7:00 AM	Bible Study Hon. Randy Hultgren, U.S. House of It Os Guinness, Faith and Law Study Gr	

7:30 AM	Catholic Mass Fr. Patrick J. Conroy, Chaplain of the House	loor Conference Center)
8:00 AM - 10:00	Working Breakfast Topic: A tour of the globe from the perspective of America's defenders Hon. Rex Tillerson, Secretary of State Hon. James N. Mattis, USMC ret., Secretary of Defense	Colonial
10:00 – 11:00 AM	Joint Session: Repairing and Rebuilding America's Infrastructure Working Session with Presentations and Q&A	Chesapeake
	Topic: Improving the Government's Response to our Infrastructure Need President's Infrastructure Proposal Moderator: Hon. John Thune, Senate Republican Conference	ds and Discussion on the
	Hon. Elaine L. Chao, Secretary of Transportation Hon. John Barrasso, Senate Committee on Environment & Public Works Hon. Bill Shuster, House Transportation & Infrastructure Committee Gary Cohn, National Economic Council	
11:00 – 12:00 noon	Joint Session: Workforce Development Working Session with Presentations and Q&A	Chesapeake
	Topic: Looking for ways to encourage able-bodied people to get back in Moderator: Hon. Mike Conaway, House Committee on Agriculture Hon. Kay Coles James, The Heritage Foundation	to the workforce
	Hon. Tarren Bragdon, The Foundation for Government Accountability	
12:00 – 2:00 PM	Lunch: The President of the United States Topic: Making America Great Again in 2018 Hon. Donald Trump, 45 th President of the United States	Colonial
2:00 – 3:00 PM	Joint Session: Government Reform Topic: Reforming the budget process particularly as it focuses on appropriate Moderator: Hon. Doug Collins, U.S. House of Representatives Hon. David Perdue, Senate Budget Committee Hon. Steve Womack, House Budget Committee Hon. Mike Lee, U.S. Senate Doug Holtz-Eakin, American Action Forum	Chesapeake
3:30 PM	Senate Departs	Front Entrance